STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

PROOF OF SERVICE

RW 9-13(9/93)

ATTORNEY OR PARTY WITHOUT ATTORNEY (*Name and Address*):	TELEPHONE NO:	*FOR COURT USE ONLY*
ATTORNEY FOR (*Name*):	Ref. No. or File No.	
Insert name of court and name of judicial district and branch court, if any:		
SHORT TITLE OF CASE:		

PROOF OF SERVICE (**Summons**)	DATE:	TIME:	DEPT./DIV.:	CASE NUMBER:

1. At the time of service I was at least 18 years of age and not a party to this action, and **I served copies** of the (*specify documents*):

2. a. Party served (*specify name of party as shown on the documents served*):

   b. Person served: [ ] party in item 2a [ ] other (*specify name and title or relationship to the party named in item 2a*):

   c. Address:

3. I served the party named in item 2
   a. [ ] **by personally delivering** the copies (1) on (*date*): (2) at (*time*):
   b. [ ] **by leaving** the copies with or in the presence of (*name and title or relationship to person indicated in item 2b*):
      (1) [ ] **(business)** a person at least 18 years of age apparently in charge at the office or usual place of business of the person served. I informed him or her of the general nature of the papers.
      (2) [ ] **(home)** a competent member of the household (at least 18 years of age) at the dwelling house or usual place of abode of the person served. I informed him or her of the general nature of the papers.
      (3) on (*date*): (4) at (*time*):
      (5) [ ] A **declaration of diligence** is attached. (*Substituted service on natural person, minor conservatee, or candidate.*)
   c. [ ] **by mailing** the copies to the person served, addressed as shown in item 2c, by first-class mail, postage prepaid.
      (1) on (*date*): (2) from (*city*):
      (3) [ ] with two copies of the Notice and Acknowledgement of Receipt and a postage-paid return envelope addressed to me. ↑*(Attach completed form.)*↑
      (4) [ ] to an address outside California with return receipt requested.
   d. [ ] **by** causing copies to be mailed. A declaration of mailing is attached.
   e. [ ] **other** (*specify other manner of service and authorizing code section*):
4. The "Notice to the Person Served": (on the summons) was completed as follows:
   a. [ ] as an individual defendant.
   b. [ ] as the person sued under the fictitious name of (*specify*):
   c. [ ] on behalf of (*specify*):
      under: [ ] CCP 416.10 (corporation) [ ] CCP 416.60 (minor) [ ] other:
         [ ] CCP 416.20 (defunct corporation) [ ] CCP 416.70 (conservatee)
         [ ] CCP 416.40 (association or partnership) [ ] CCP 416.90 (individual)
5. **Person serving** (*name, address, and telephone No.*):
   a. **Fee** for service: $
   b. [ ] Not a registered California process server.
   c. [ ] Exempt from registration under B&P § 22350(b).
   d. [ ] Registered California process server.
      (1) [ ] Employee or independent contractor.
      (2) Registration No.:
      (3) County:
6. [ ] **I declare** under penalty of perjury under the laws of the State of California that the foregoing is true and correct.
   [ ] **I am a California sheriff, marshal, or constable and** I certify that the foregoing is true and correct.

Date   <_____

PROOF OF SERVICE
(**Summons**)